



riпess

Recruitment Profile – Cooperation and Secretariat Assistant

Location: Barcelona, Spain

Organisation: RIPESS Intercontinental

Type: Contract for services (products)

RIPESS Intercontinental, the Intercontinental Network for the Promotion of the Social Solidarity Economy (SSE), is seeking a person to fill the position of Cooperation and Secretariat Assistant.

About RIPESS

RIPESS is a global network of continental networks (Latin America and the Caribbean, North America, Europe, Africa, Asia and Oceania) committed to promoting the social and solidarity economy, with strong territorial roots through national and sectoral networks. Created in 2002, it evolved to resist neoliberal strategies and build sustainable alternatives, with milestones such as the Lima Declaration. Its fundamental principles, detailed in the RIPESS Charter, emphasise an economy that balances accumulation, redistribution and reciprocity; prioritises labour over capital; satisfies community needs over profit; and promotes democratic decision-making, food sovereignty, gender equality and environmental sustainability. Learn more at riпess.org

Under the guidance of its Board of Directors—elected by its members based on the fundamental principles of the Network—an Intercontinental Secretariat coordinates collective political advocacy in international spaces and the articulation of membership.

Role objective

The person in the role of Cooperation and Secretariat Assistant will work closely with the Secretariat's coordination team and the co-coordination of RIPESS. Their work will strengthen technical and operational support in fundraising, project monitoring and justification, document management, systematisation of processes and events —mainly linked to Latin America, Maghreb/Africa— as well as the preparation of the 2025 Annual Report. All of this will be done from a perspective of working in evolving global conditions, promoting advocacy and collective campaigns for systemic changes in economic, social, cultural and environmental models.

Duties and responsibilities

- Support the implementation and monitoring of projects in Colombia, LAC and Maghreb/Africa; justify projects such as ACCD 2024–2025; and systematise events.
- Coordinate regional reports, drafting and layout of the RIPESS 2025 Annual Report; perform administrative and team monitoring tasks.
- Ensure compliance with RIPESS's fundamental principles, promoting analysis and positions of the membership internally and externally, in collaboration with the Secretariat, Council and membership.
- Facilitate internal collaboration, evaluate resources for sustainable initiatives aligned with membership priorities, and support planning and learning processes.
- Coordinate debates to strengthen membership-led strategic direction, participating in key discussions and reviewing documents for consistency with collective positions.

- Support fund management and development: review proposals, maintain relationships with donors, identify partnerships, and promote membership-led work.
- Collaborate on communications to convey RIPESS's collective identity and manage relationships with members, partnerships, and the Board.

Expected outputs

- Monitoring reports and project justification in several countries.
- Organised documentation for project justification in the field of cooperation.
- Comparative management systems for cooperation projects and framework agreements.
- Document systematising international events.
- Consolidated and formatted RIPESS 2025 Annual Report (April 2026).
- Support for strategic and action planning
- General administrative tasks

Required profile

- Training in social sciences, human sciences, international cooperation, SSE, project management or related fields.
- Experience in managing/justifying cooperation projects, systematising processes/events and international networks.
- Writing, summarising and layout skills; knowledge of SSE; ability to work independently remotely.
- Languages: Spanish (native), English and French (advanced).
- Commitment to intersectional analysis, social movements and shared leadership; experience in fundraising and communication valued.

Terms of employment

Contract for services (per deliverable), based in Barcelona and working remotely, in coordination with teams in Latin America, Maghreb/Africa, Colombia and the General Secretariat. The duration and fees will be defined according to the deliverables and profile.

Inclusive recruitment

RIPESS promotes inclusive practices, reflecting the diversity of its membership. We encourage applications from women, racialised people, LGBTQIA+, people with disabilities and people from diverse regions. We do not discriminate on the basis of race, gender, sexual orientation or other protected characteristics.

How to apply

Send in English, Spanish and French: letter of interest, CV, writing sample (e.g. report) and 3 references to: info@ripest.org

Indicate "Cooperation Assistant - Your Name" in the subject line, before 10 March 2026. Immediate availability required.